

Responsible Office: Code ID/Assessments and Technology Division
Subject: Foreign Official Travel Notifications



Assessments and Technology Division
Office of External Relations

Office Work Instruction

Foreign Official Travel Notifications

Approved by: _____

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DOCUMENT HISTORY LOG

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Baseline		01/11/00	

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1. Purpose

The purpose of this Office Work Instruction is to document the procedures performed within the Office of External Relations for the review and approval of requests of individuals from NASA Headquarters, Centers, and JPL to travel abroad.

2. Scope and Applicability

- 2.1 This OWI covers coordination of Foreign Official Travel Notifications performed in Code I.
- 2.2 This OWI applies to the Office of External Relations, and covers foreign travel by NASA Headquarters and Center employees, as defined in NASA Financial Management Manual (FMM) 9741-10 and 9745, and JPL employees as defined in NAS7-1407 (NASA/CalTech Contract), Appendix A.
- 2.3 Activities under this OWI are performed within the Code ID/Assessments and Technology Division by the Travel Coordinator(s) and the Manager, International Technology Transfer Policy.

3. Definitions

- 3.1 DO: Office of External Relations Desk Officer responsible for the destination country or Enterprise
- 3.2 TC: Travel Coordinator within Code ID responsible for processing official foreign travel requests and notifications
- 3.3 Manager, ITTP: Manager, International Technology Transfer Policy
- 3.4 PO: Program Office at NASA Headquarters (or Center in some cases) with program responsibility for trip's subject matter

4. Reference

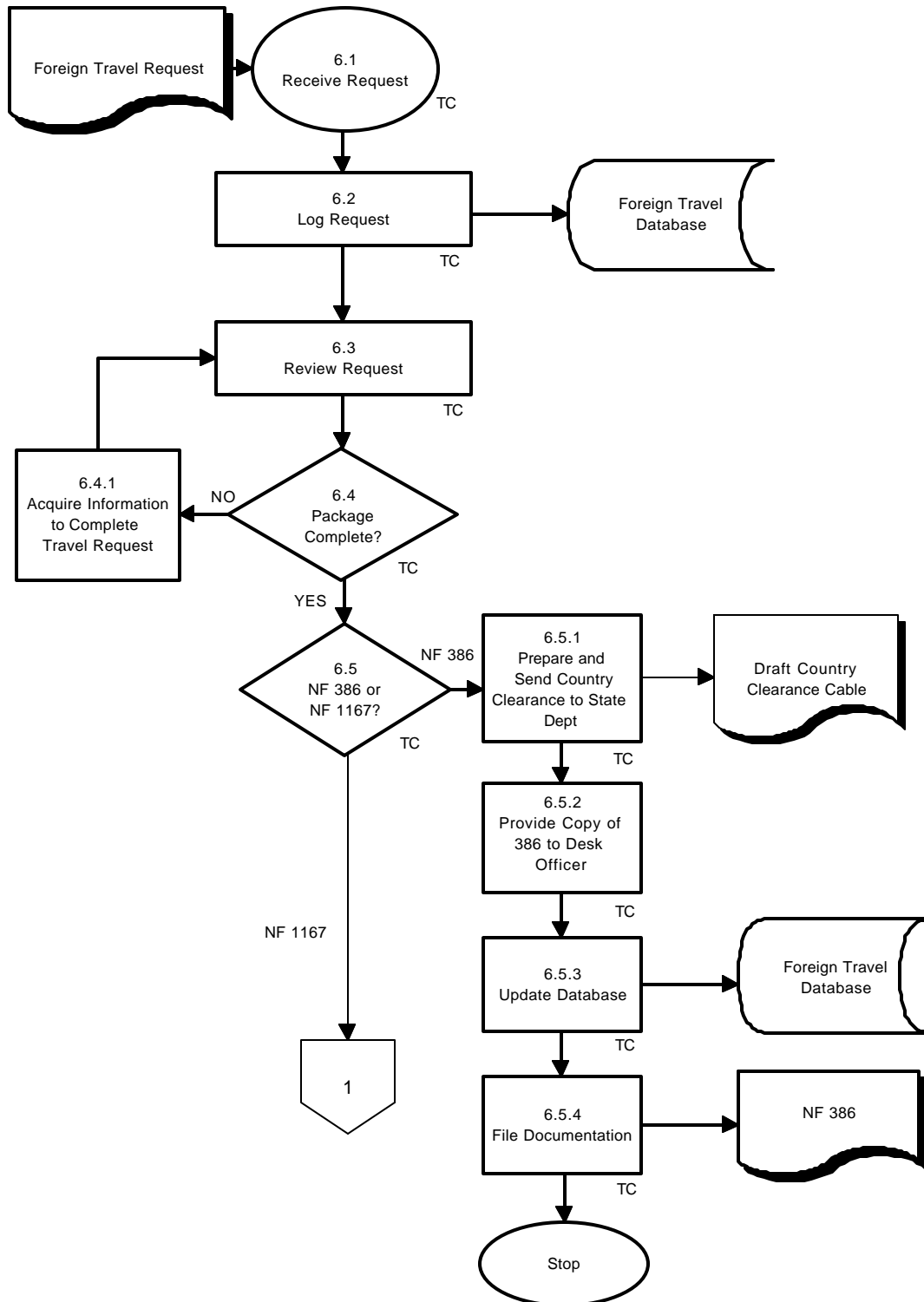
- 4.1 NASA Financial Management Manual 9741-10
- 4.2 NASA Financial Management Manual 9745
- 4.3 NF 1167 - Request for Approval of Foreign Training and Nonprogram Travel or Participation in Domestic Outside Symposia

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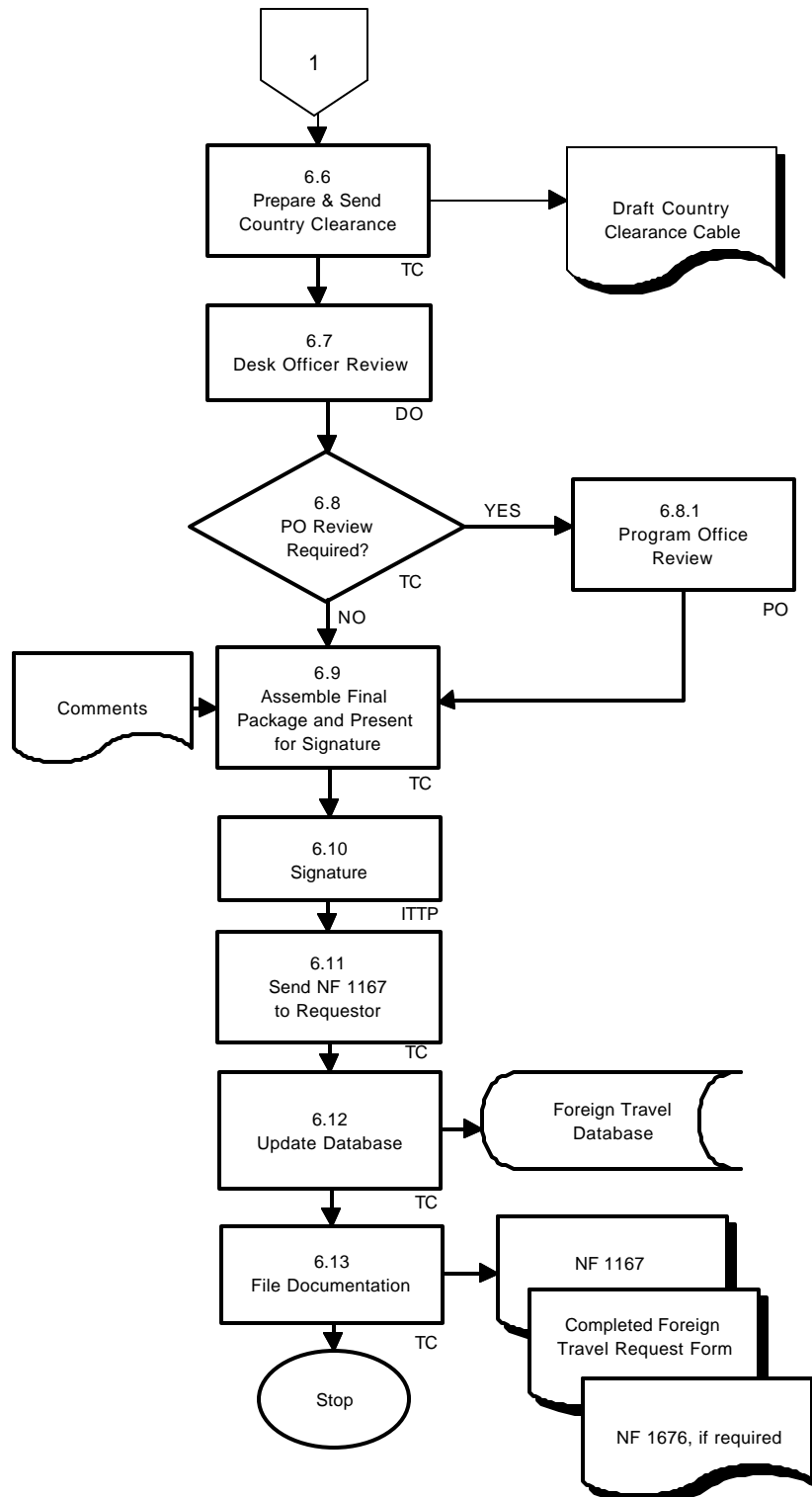
- 4.4 NF 1676 - NASA Scientific and Technical Document Availability Authorization (DAA)
- 4.5 NF 386 - Overseas Travel Order
- 4.6 NPD 9710.10 - Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters
- 4.7 NAS7-1407 (NASA/CalTech Contract), Appendix A

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5. Flowchart



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6. Procedure

Step	Actionee	Action
6.1	TC	Receive foreign travel request, with any supporting documentation, from a NASA Center, NASA HQ, or JPL
6.2	TC	Log foreign travel request into database.
6.3	TC	Review incoming package for completeness, i.e., 1167, 1676, reimbursable travel approval, etc..
6.4	TC	If package is incomplete, go to step 6.4.1. If complete, go to step 6.5
6.4.1	TC	Acquire information from appropriate source to complete package
6.5	TC	If an NF 386 (Travel Orders), go to 6.5.1. If an NF 1167 (Request for Approval of Foreign Training and Nonprogram Travel or Participation in Domestic Outside Symposia), go to 6.6.
6.5.1	TC	Prepare draft country clearance from NF 386 and send to Department of State and provide a copy to the Desk Officer (DO) along with a copy of the NF 386.
6.5.2	TC	Send copy of NF 386 to DO for information and review. Notify requestor if trip is not approved.
6.5.3	TC	Update database.
6.5.4	TC	File NF 386 and draft country clearance cable. File supporting documentation, if any.
6.6	TC	Prepare draft country clearance cable from NF 1167 and send to Department of State.
6.7	DO	Review and comment.
6.8	TC	Determine if Program Office (PO) concurrence is required. If yes, go to step 6.8.1.
6.8.1	PO	Review and comment.
6.9	TC	Receive comments and assemble final package. Present to Manager, ITTP for approval and signature.
6.10	Manager, ITTP	Approve or disapprove and sign.
6.11	TC	Fax NF 1167 response to requestor.
6.12	TC	Update database to close action.
6.13	TC	File documentation, including: NF 1167; incoming travel request; completed Foreign Travel Request Form; copy of draft country clearance cable; and, if required, NF 1676 or equivalent. File any other applicable documents; such as, supporting documentation and abstract of presentation.

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Foreign Travel Request	TC	Code ID	Hard Copy	Sch. 9 Item 20.a	Destroy When 2 Years Old
Draft Country Clearance Cable	TC	Code ID	Hard Copy	Sch. 9 Item 20.a	Destroy When 2 Years Old
NF 386	TC	Code ID	Hard Copy	Sch. 9 Item 20.a	Destroy When 2 Years Old
NF 1167	TC	Code ID	Hard Copy	Sch. 9 Item 20.a	Destroy When 2 Years Old
Completed Foreign Travel Request Form	TC	Code ID	Hard Copy	Sch. 9 Item 20.a	Destroy When 2 Years Old
NF 1676, if required	TC	Code ID	Hard Copy	Sch. 9 Item 20.a	Destroy When 2 Years Old

8. Appendix

- A. ID/International Travel Coordinator's Office Foreign Travel Request Form
Dated November 1999

Appendix A: ID/INTERNATIONAL TRAVEL COORDINATOR'S OFFICE

Foreign Travel Request Form (copy of November 1999 version)

Date Received in ID: _____ HQ Office/Center Requesting: _____

Entered in Database: _____ Country to be Visited: _____

1. PROPOSED TRAVELER

Included in Package:

Name: _____

NF 1167 _____ NF 1676 _____

Dates of Proposed Travel: _____ NF 386 _____ Legal Review _____
(for reimbursable travel)

Country Clearance Requested: Yes _____ No _____
(Date to DoS): _____

2. COORDINATION/CONCURRENCE

CODE I DESK OFFICER REVIEW: _____
Code/Name Date to Desk Officer

_____ Code I Desk Officer Concurrence: Yes / No Desk Officer's Initials: _____ Date: _____

Comments: _____

PROGRAM OFFICE REVIEW: _____
Code/Name Date to PO

_____ Program Office Concurrence: Yes / No Reviewer's Initials: _____ Date: _____

Comments: _____

_____ CODE ID APPROVAL:
Initials: _____ Date: _____

PLEASE RETURN THIS DOCUMENT TO _____,
INTERNATIONAL TRAVEL COORDINATOR'S OFFICE, NOT LATER THAN: _____
TELEPHONE: 358-1859 FAX: 358-3099

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